

# A Queensland regional council engages DWF Risk to conduct a WHSMS review and audit



## Background

A regional council in Queensland (**Council**) approached DWF Risk looking for assistance with a review of their Work Health and Safety Management System (**WHSMS**). Council required an audit of their existing WHSMS against a number of standards and legislative requirements, and also needed assistance with reviewing their incident reporting software platform to identify gaps and areas for improvement.



## The situation

Council's existing WHSMS consisted of thousands of documents which had been introduced and rolled out over the past ten years by various staff members within Council. Council's operations, activities and workforce were also significant in size, meaning their WHSMS had to cater for a wide array of activities and workplace environments. In addition, Council had also seen recent changes internally regarding members of the WHS team, which created challenges with the WHSMS review process and document discovery. To add to these challenges, Council had a tight timeframe and hard budget to which they needed this comprehensive review completed.

## How we helped

The DWF Risk team provided an agile response and re-allocated resources to focus on the project immediately when Council approached them with the large scale task they needed to complete in a tight timeframe. The geographic distance between DWF Risk and Council was not an issue, with DWF Risk engaging in discussions and consultation with Council representatives via telephone and video conference in order to properly scope out the work, and agree on clear outcomes and deliverables for the project.

Following this, DWF Risk promptly began the discovery phase which involved perusing and reviewing the thousands of documents in the WHSMS, as well as reviewing Council's incident reporting software platform, and assessing compliance with:

- ISO45001 Occupational Health and Safety Management Systems;
- National Self-Insurer OHS Management System Audit Tool (NAT);
- AS1885.1 Workplace Injury and Disease Recording Standard; and
- Queensland Work Health and Safety legislative requirements.

Due to the large scale of Council's WHSMS, the number of years the suite of documents had been growing for, and the recent internal changes in the WHS team, additional documents were being located by Council and provided to DWF Risk throughout the discovery phase and right up until the final report was due.

DWF Risk engaged with the client and agreed a work plan and billing arrangement to assure the client their work was progressing as planned, and billed as expected. DWF Risk provided Council with an interim report during the course of the review, and provided the final report on findings to Council on time, which meant their strict deadline was met. The final report included a detailed review of compliance against all applicable standards, and provided practical recommendations and actions to assist Council with bridging any gaps and areas for improvement identified in the review.

**If you would like assistance with reviewing and auditing your WHSMS, please contact us below.**

## Contacts



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